

**APPLICATION FOR RETENTION OF PROFESSIONAL**

This event was formerly titled, *Application to Employ*. Related forms are available on the court's website. Follow the links, *Forms* → *Recommended Forms and Orders* → (1) *Application for Retention of Professional*, (2) *Certificate of Service and Compliance re Retention* (3) *Order Authorizing Retention*. The court reviews all Retention applications for compliance with [D.N.J. LBR 2014-1](#). Failure to comply may delay the entry of the order.

---

**STEP 1** Choose **Bankruptcy** from main menu

**STEP 2** Choose **Motions/Applications** category

**STEP 3** Enter case number; click [NEXT]

**STEP 4** Select **Retention** from drop down list; click [NEXT]

**STEP 5** If this is a joint filing, place a check in the box; click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen

**STEP 6** Select party; click [NEXT]

☛ *TIP - You must select the party filing the application. For example, select the debtor as the "filer" if he or she is seeking to employ an appraiser.*

**STEP 7** **DO NOT SCHEDULE THIS APPLICATION FOR A HEARING.** Click [NEXT] to skip adding this application to the judge's calendar

**STEP 8** Upload PDF file and any attachments; click [NEXT]

☛ *TIP - Supporting documents and proposed orders are added to the event as ATTACHMENTS to the application.*

**STEP 9a** Objection deadline will set automatically, **do not change**.

**STEP 9b** Enter the name of the person or firm the applicant wishes to employ, e.g. Smith Consultants

**STEP 9c** Enter the "type of party" the applicant wishes to employ, e.g. Appraiser; click [NEXT].

**STEP 10** Confirm case name and number; click [NEXT]

**STEP 11** Docket text appears; review for accuracy, modify if appropriate; click [NEXT]

☛ *TIP - Text of docket entry cannot be modified from this screen. If an error is made, abort the transaction and begin again.*

SAMPLE DOCKET TEXT

**Application for Retention of Professional John Doe as Accountant. Filed by Test Attorney on behalf of Test Client.**

**STEP 12** Notice of Electronic Filing displays